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Operations

**FORMAT AND CONTENT OF MISSION
DIRECTIVES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AAFP 10-1, *Mission Directives*. It provides guidelines to ensure that all directly assigned units at and above the squadron level receive timely, effective mission directives from HQ USAF, major commands (MAJCOM), direct reporting units (DRU), and field operating agencies (FOA). This instruction also describes how to prepare Air Force Mission Directives (AFMD).

1. General Guidelines. Mission directives provide general guidance about an organization's mission. Mission directives communicate the unit's mission and responsibilities to the commander and unit personnel. Mission directives describe *what* an organization does, not *how* it does it. Keep mission directives at the executive level. A checklist of specific tasks is not appropriate for the general guidance commanders provide in mission directives.

1.1. Length. Be brief; limit text to one page, if possible.

1.2. Language and Tone. The mission directive is an order from a superior commander to a subordinate commander. The mission directive directs action. Use simple, clear, direct language to make mission directives easy to understand.

1.3. Heading for HQ USAF-Prepared AFMDs:

1.3.1. Major Paragraphs. See paragraph **2.3.1.** for major paragraphs, and **Attachment 3** for format.

1.3.2. Subparagraphs. The nature of the organization determines the headings for subparagraphs. For example, under the main paragraph "Mission," Air Combat Command might discuss "Preparing Forces" and "Providing Forces" in subparagraphs. Other MAJCOMs might discuss "Test and Evaluation" or "Training." Keep focus at the executive level rather than on specifics.

1.4. Security Classification. Do not classify mission directives. Classified supplements may be prepared, if necessary, to describe a unit's mission.

2. MAJCOM, HQ USAF DRU, and HQ USAF FOA AFMDs. HQ USAF offices of primary responsibility (OPR) will use these guidelines for developing MAJCOM, HQ USAF DRU, and HQ USAF FOA AFMDs. MAJCOM and HQ USAF DRU mission directives are approved by USAF/CV. HQ USAF FOA mission directives are approved by the appropriate Secretariat or Air Staff two-letter Deputy Chief of Staff or Director.

2.1. The HQ USAF Deputy Chief of Staff for Plans and Operations (HQ USAF/XO):

2.1.1. Maintains a focal point and central repository for AFMDs and matters pertaining to them (HQ USAF/XOXD, DSN 225-9066).

2.1.2. Assigns an OPR for each HQ USAF, MAJCOM, HQ USAF DRU, and HQ USAF FOA AFMD (see [Attachment 2](#)).

2.1.3. Ensures AFMDs include all applicable Air Force missions.

2.2. Each AFMD OPR will:

2.2.1. Prepare the AFMD that assigns and explains the organization's mission.

2.2.2. Revise the AFMD when the mission changes. Revisions may include adding or deleting items that are essential to the overall Air Force mission, but are not necessarily essential to the command's primary mission. These revisions do not include expanding the organization's administrative or housekeeping duties, such as personnel, administration, or logistics.

2.2.3. Coordinate new and proposed revisions of AFMDs at the Secretariat and Air Staff level (see AFI 37-160, table 12.1 and table 12.2).

2.3. Preparing a Mission Directive. Use these guidelines and sample format at [Attachment 3](#) to prepare an AFMD for a MAJCOM, HQ USAF DRU, or HQ USAF FOA.

2.3.1. Create a broad outline of the principal components of the organization's mission. Provide sufficient detail to clarify:

2.3.1.1. Mission. Include all necessary elements of the organization's mission and duties.

2.3.1.2. Command. Specify the relationships if applicable between:

2.3.1.2.1. HQ USAF and commanders of MAJCOMs, HQ USAF DRUs, and HQ USAF FOAs.

2.3.1.2.2. The organization or command and the Joint Chiefs of Staff.

2.3.1.2.3. The Air Force components and the unified command that runs it.

2.3.1.2.4. The organization and other Air Force organizations, government agencies, US Military Services, and the armed forces and government agencies of other nations.

2.3.1.3. Responsibilities. Identify the mission elements assigned by unified commanders, specified commanders, or higher authorities. Define the commander's responsibility for executing those elements of the mission.

3. Unit-Level Mission Directives. These guidelines apply to mission directives issued by MAJCOMs, HQ USAF DRUs, or HQ USAF FOAs to subordinate organizations:

3.1. The MAJCOM Director of Operations, HQ USAF DRU commander, or HQ USAF FOA commander.

3.1.1. Issues and controls mission directives.

3.1.2. Appoints an OPR to prepare mission directives.

3.1.3. Reviews mission directives according to the requirements in [2.2](#), paragraph 2.2.

3.1.4. Designates a focal point and maintains a central repository for mission directives and matters pertaining to mission directives.

3.2. OPRs. The OPR:

3.2.1. Prepares mission directives for all subordinate units down to the squadron level.

3.2.2. Prepares mission directives for detachments or other activities below the squadron level *at the discretion* of the MAJCOM, HQ USAF DRU, or HQ USAF FOA.

3.2.3. Coordinates mission directives and proposed revisions.

3.2.4. Revises the mission directives when the mission changes.

3.3. Preparing Unit-Level Mission Directives. Formats for mission directives below the MAJCOM, HQ USAF DRU, or HQ USAF FOA level will be prescribed by the applicable MAJCOM, HQ USAF DRU, or HQ USAF FOA. At a minimum, unit-level mission directives should include:

3.3.1. A broad outline explaining the principal components of the unit's mission. Provide sufficient detail to ensure clarity.

3.3.2. All necessary elements of the unit's mission and assigned duties.

3.3.3. A definition of the commander's responsibility for executing the mission. ***Note: When two or more subordinate units have the same missions, the MAJCOM, DRU, or FOA should issue a single mission directive. For example, a MAJCOM that has several wings with the same mission need issue only one mission directive for those wings. Similarly, a wing with three flying squadrons need issue only one mission directive for all three squadrons--provided their missions are the same.***

4. Mission Directive Numbering:

4.1. MAJCOM, HQ USAF DRU, and HQ USAF FOA AFMDs. Use the numbers in [Attachment 2](#) (for example, the mission directive for Air Combat Command is AFMD 2). HQ USAF/XOXD will assign, delete, or change MAJCOM, HQ USAF DRU, or HQ USAF FOA AFMD numbers as necessary.

4.2. Unit-Level Mission Directives. Begin numbering with the parent organization's number (from [Attachment 2](#)) plus two digits, at the organization's discretion (for example, Air Combat Command unit-level mission directives could be numbered ACCMD 201, ACCMD 202, etc.).

5. Example of a HQ USAF-Prepared AFMD. A sample format of an AFMD is at [Attachment 3](#).

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Attachment 1

GLOSSARY OF REFERENCES, ABBREVIATIONS, AND ACRONYMS

References

AFPD 10-1, *Mission Directives*

AFI 37-160, volume 1, *The Air Force Publications and Forms Management Programs--Developing and Processing Publications*

Abbreviations and Acronyms

AFMD—Air Force Mission Directive

DRU—Direct Reporting Unit

DSN—Defense Switched Network

FOA—Field Operating Agency

HQ USAF—Headquarters, United States Air Force (Includes Secretariat and Air Staff)

MAJCOM—Major Command

OPR—Office of Primary Responsibility

Attachment 2

MAJCOM, HQ USAF DRU, HQ USAF FOA, SELECTED USAF ACTIVITIES, AND AIR NATIONAL GUARD AFMD NUMBER ASSIGNMENT AND HQ USAF OPR

<i>Name (and Acronym) of MAJCOM, HQ USAF DRU, HQ USAF FOA, Selected USAF and Air National Guard Activities</i>	<i>AFMD Number</i>	<i>HQ USAF OPR</i>
Headquarters USAF (HQ USAF)	1	HQ USAF/CVA
Air Combat Command (ACC)	2	HQ USAF/XO
Air Education and Training Command (AETC)	3	HQ USAF/XO
Air Force Materiel Command (AFMC)	4	HQ USAF/LG
Air Force Space Command (AFSPC)	5	HQ USAF/XO
Air Force Special Operations Command (AFSOC)	6	HQ USAF/XO
Air Mobility Command (AMC)	7	HQ USAF/XO
Pacific Air Forces (PACAF)	8	HQ USAF/XO
United States Air Forces in Europe (USAFE)	9	HQ USAF/XO
Air National Guard (ANG)	10	NGB/CF
Air Force Reserve (AFRES)	11	HQ USAF/RE
United States Air Force Academy (USAFA)	12	HQ USAF/DP
11th Wing (11 WG)	13	HQ USAF/CVA
Air Force Operational Test and Evaluation Center (AFOTEC)	14	HQ USAF/TE
Air Intelligence Agency (AIA)	15	HQ USAF/IN
Air Force Attache Affairs Office	16	SAF/IA
Air Force Audit Agency (AFAA)	17	SAF/AG
Air Force Base Conversion Agency (AFBCA)	18	SAF/MI
Air Force Center for Environmental Excellence (AFCEE)	19	HQ USAF/CE
Air Force Civil Engineer Support Agency (AFC- ESA)	20	HQ USAF/CE
Air Force Civilian Personnel Management Center (AFCPMC)	21	HQ USAF/DP
Air Force Colonel Matters Office (AFCMO)	22	HQ USAF/DP
Air Force Operations Group (AFOG)	23	HQ USAF/XO
Air Force Command, Control, Communications, and Computer Agency (AFC4A)	24	HQ USAF/SC

<i>Name (and Acronym) of MAJCOM, HQ USAF DRU, HQ USAF FOA, Selected USAF and Air National Guard Activities</i>	<i>AFMD Number</i>	<i>HQ USAF OPR</i>
Air Force Cost Analysis Agency (AFCAA)	25	SAF/FM
Air Force Doctrine Center (AFDC)	26	HQ USAF/XO
Air Force Flight Standards Agency (AFFSA)	27	HQ USAF/XO
Air Force Frequency Management Agency (AFFMA)	28	HQ USAF/SC
Air Force General Matters Office (AFGMO)	29	HQ USAF/DP
Air Force Historical Research Agency (AFHRA)	30	HQ USAF/HO
Air Force Inspection Agency (AFIA)	31	SAF/IG
Air Force Legal Services Agency (AFLSA)	32	HQ USAF/JA
Air Force Logistics Management Agency (AFLMA)	33	HQ USAF/LG
Air Force Management Engineering Agency (AFMEA)	34	HQ USAF/PE
Air Force Medical Operations Agency (AFMOA)	35	HQ USAF/SG
Air Force Medical Support Agency (AFMSA)	36	HQ USAF/SG
Air Force Military Personnel Center (AFMPC)	37	HQ USAF/DP
Air Force News Agency (AFNEWS)	38	SAF/PA
Air Force Office of Special Investigations (AFOSI)	39	SAF/IG
Air Force Personnel Operations Agency (AFPOA)	40	HQ USAF/DP
Air Force Program Executive Office (AFPEO)	41	SAF/AQ
Air Force Real Estate Agency (AFREA)	42	SAF/MI
Air Force Review Boards Agency (AFRBA)	43	SAF/MI
Air Force Safety Agency (AFSA)	44	HQ USAF/SE
Air Force Security Police Agency (AFSPA)	45	HQ USAF/SP
Air Force Senior Executive Matters Office (AFSEMO)	46	HQ USAF/DP
Air Force Services Agency (AFSVA)	47	HQ USAF/SV
Air Force Studies and Analyses Agency (AFSAA)	48	HQ USAF/XO
Air Force Technical Applications Center (AFTAC)	49	HQ USAF/XO
Air National Guard Readiness Center (ANGRC)	50	NGB/CF
Air Reserve Personnel Center (ARPC)	51	HQ USAF/RE

<i>Name (and Acronym) of MAJCOM, HQ USAF DRU, HQ USAF FOA, Selected USAF and Air National Guard Activities</i>	<i>AFMD Number</i>	<i>HQ USAF OPR</i>
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Air Weather Service (AWS)	52	HQ USAF/XO
Air Force History Support Office (AFHSO)	53	HQ USAF/HO
Joint Services Survival, Evasion, Resistance, and Escape Agency (JSSA)	54	HQ USAF/XO
Air Force Pentagon Communications Agency (AFPCA)	55	HQ USAF/SC

Attachment 3

SAMPLE MAJCOM, HQ USAF DRU, OR HQ USAF FOA AFMD

Figure A3.1. Sample AFMD.

**BY ORDER OF THE
SECRETARY OF THE AIR FORCE**

**AIR FORCE MISSION DIRECTIVE 2
XX MONTH 1995**



1. Mission. XXX Command prepares assigned forces for air combat in a theater of operations. XXX Command prepares forces for independent, joint, or combined operations in the roles of air control, force application, force enhancement, and force support. This organization is a major command of the United States Air Force.

2. Command. The XXX Commander:

- 2.1. Is responsible to the Chief of Staff of the United States Air Force for administration.
- 2.2. Commands the Air Force forces of the XXX Combatant Command.
- 2.3. Briefly specify command relationships with other applicable agencies/commands.

3. Responsibilities. XXX Commander:

- 3.1. Employs air combat forces in the XXX AOR.
- 3.2. On order, provides air combat forces to other combatant commands.
- 3.3. Provides air component commanders for certain combatant commands.
- 3.4. Ensures XXX-gained US Air Force Reserve and Air National Guard units are interoperable and operationally ready.

XXXXXXXXXX, General, USAF
Vice Chief of Staff

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